

Association of Bay Area Governments

Serving the Local Governments of the San Francisco Bay Region

DATE: February 12, 1998

TO: Summer Internship Candidates

FROM: Peggy Edgerton, ABAG

SUBJECT: ABAG's 1998 Summer Internship Program
Application Materials

Thank you for your interest in ABAG's 1998 Summer Internship Program.

In order to be considered for a Summer Internship, the following items need to reach ABAG by **April 3, 1998**.

- ☒ Completed ABAG Application (<http://www.abag.ca.gov/abagapp.html>)
- ☒ Resume
- ☒ One-Page Writing Sample
- ☒ Completed Interest Form (Page 3 of this PDF Document)

Please send all four items to:

Peggy Edgerton
ABAG Summer Internship Program
P.O. Box 2050
Oakland, CA 94604-2050

Minimum Qualifications: Summer interns must have completed at least their junior year of undergraduate, be continuing students (i.e. to senior year or graduate school), or be within six months of graduation from either undergraduate or graduate school.

Compensation: \$11.00 per hour

Term: Ten to twelve weeks during the months of May through September (flexible)

Completed application materials must be received by: Friday, April 3, 1998

ABAG is an equal opportunity employer. Qualified disabled individuals are protected against discrimination.

INTEREST FORM

ABAG 1998 SUMMER INTERNSHIP PROGRAM

Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: ____ () _____

Please check the internship for which you are applying. If you would like to be considered for more than one internship, please rank order your choices. For a description of each internship, please see the enclosed "Summary of 1998 Summer Internships" (Page 4).

☐ Bay Trail Project

☐ Earthquake Program

☐ Regional Planning

☐ Television Production

Please submit this form with your other materials by **April 3, 1998**.

SUMMARY OF ABAG'S 1998 SUMMER INTERNSHIPS

Full-Time (40 hours per week)

Bay Trail Project

The San Francisco Bay Trail, a 400-mile multi-use recreational trail system circling San Francisco and San Pablo Bays is about 50% complete. Two related efforts are needed: 1) Develop a comprehensive inventory of the trail – with emphasis on unbuilt segments. Identify opportunities, constraints and obstacles such as environmental clearance, outstanding funding needs, local consensus, etc. 2) Help promote knowledge about existing trail segments through aggressive signage -- work with local jurisdictions and districts to identify where new/replacement signs are needed and develop a plan/schedule for installation. Desired skills: basic understanding of local planning, public works and environmental review is highly preferred. Familiarity with bicycle, trail or recreational planning is a plus. Excellent communication skills, creative thinking, good organization and documentation skills, and an ability to take initiative are key requirements for the position. Further information about the Bay Trail Project is on the Web at: <http://www.abag.ca.gov/bayarea/baytrail/>

Earthquake Program

Assist in the development and production of innovative earthquake hazard maps. Data collection work will focus on the effects of earthquakes on housing, transportation and urban services. Work may also involve help in the maintenance of ABAG's Earthquake website on the Internet, particularly with graphic and map images (see <http://www.abag.ca.gov/bayarea/eqmaps>) Desirable skills include: the ability to write well, and coursework or experience in earth science, geology or civil engineering. Basic Internet and GIS training provided.

Regional Planning

Assist in projects related to comprehensive regional/subregional planning and sustainable growth. Projects will focus on developing tools to address environmental quality, economic vitality and social equity through collaborative multi-jurisdictional cooperation, and public/private partnerships. Possible tasks include: database management; website development; research; development of written materials, graphics, videos and other outreach tools. Desirable skills: coursework or experience in planning, public administration related to growth management/sustainable development; and excellent writing and communication skills. Familiarity with Microsoft Access and Internet experience also helpful.

Television Production

Assist in coordinating arrangements for "roundtable discussions" on public access television stations in the Bay Area with a goal of producing 10-15 shows by summer's end. Possible tasks include familiarization with the showcase topic, preparing proposals or "pitch letters" for the TV stations, working with stations to schedule shows while meeting station requirements, invite participation of elected officials, policy experts and advocates and schedule their participation, and attend taping sessions to ensure success. Desired skills or experience include communication/writing, organization/administration, experience in television production, and strong interest in television/media.